Introduction

You can enter data into Calc in several ways: using the keyboard, the Fill tool, and selection lists, as well as dragging and dropping. Calc also provides the ability to enter data into multiple sheets of the same spreadsheet at the same time. After entering data, you can format and display it in various ways.

Entering data

Most data entry in Calc can be done using the keyboard.

Numbers

Click in the cell and type the number using the number keys on either the main keyboard or the numeric keypad.

Negative numbers

To enter a negative number, either type a minus sign in front of the number or enclose the number in parentheses (), for example (1234). The result for both methods of entry is the same; for example, –1234.

Leading zeroes

By default, if a number is entered with leading zeroes, for example 01481, Calc will automatically drop the leading zeroes. To retain both the number format and a minimum number of characters in a cell when entering numbers, for example 1234 and 0012, use this method to add leading zeroes:

1) With the cell selected, go to **Format > Cells** on the Menu bar, or right-click on the cell and select **Format Cells** in the context menu, or use the keyboard shortcut *Ctrl+1,* to open the Format Cells dialog (Figure 28).

2) Make sure the *Numbers* tab is selected, then select **Number** in the *Category* list.

3) In the **Leading zeroes** field within the Options area, enter the maximum number of zeroes to display in front of the decimal point. For example, for four characters, enter 4. Any number less than four characters will then have leading zeroes added, for example 12 becomes 0012.

4) Click **OK**. The number entered retains its number format and any formula used in the spreadsheet will treat the entry as a number in formula functions.

> **ⓘ Tip**
>
> To format numbers with only decimal places, but without a leading zero, follow steps 1 and 2 above, then in the *Format code* box type a . (period or full stop) followed by ? (one or more question marks) to represent the number of decimal places required. For example, for 3 decimal places, type .??? and click **OK**. Any number with only decimal places will then have no zero before the decimal, for example 0.01856 becomes .019.